

State of Michigan
Administrative Guide to State Government

0420.01 Standardized Travel Regulations

Issued: January 6, 1997
Updated: June 21, 2012

SUBJECT: Standardized Travel Regulations.

APPLICATION: Executive Branch Departments and Sub-units, classified and non-classified state employees, and non-state employee consultants and advisers when authorized by the executive head of the respective agency.

PURPOSE: To specify applicable travel expense regulations and reimbursement rates, with related authorization, reporting and accounting requirements.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Vehicle and Travel Services (VTS)
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P.O. Box 30026
Lansing, MI 48909

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517-373-1011 DTMB Office of Financial Management (OFM)

SUMMARY: Vehicle and Travel Services has responsibility for authorization, regulations, rates, forms and Standardized Travel Regulations. The Office of Financial Management (OFM) is responsible for reporting and accounting.

APPLICABLE FORMS: DTMB-1681 Travel Expense Exception Request

PROCEDURES:

For the current [Standardized Travel Regulations](#) and official travel reimbursement rates, contact Vehicle and Travel Services or go to the Services & Facilities, [Travel](#) Website.
